

State of Michigan
Process for Scheduling Federal Courses
Effective 1/22/2014

Purpose: To enable the Michigan State Police, Emergency Management and Homeland Security Training Center (MSP/EMHSTC) to process and track recipients of federal courses taught in Michigan by utilizing MI-TRAIN for registration.

- ____ 1. The local point of contact (course host) is required to e-mail the Michigan DHS Training Point of Contact at the MSP/EMHSTC at the e-mail address EMHSTC@michigan.gov with the following class information at least 45 days prior to class commencement.
 - a. Subject line shall read: Federal Course in Michigan
 - b. Course name
 - c. Course date(s)
 - d. Course start and end time(s) for all days
 - e. Course description
 - f. Course location with full address
 - g. Expected number of students (approximate)
 - h. Local point of contact (course host) name, phone number, and e-mail address
- ____ 2. The Michigan DHS Training Point of Contact will approve, or deny, the requested training after reviewing the submitted information.
- ____ 3. The EMHSTC will register the course on MI-TRAIN.
- ____ 4. The EMHSTC will notify the local point of contact (course host) when the course is activated on MI-TRAIN and the students are able to register for the course. The course will also be advertised throughout the state to encourage full capacity courses. (Student registration instructions will be provided by e-mail to the local point of contact. All students must have or obtain a MI-TRAIN account).
- ____ 5. The EMHSTC will e-mail a course roster to the local point of contact (course host) approximately two days prior to the scheduled course start date.
- ____ 6. The local point of contact (course host) must indicate on the course roster which students did or did not pass the class. If there are students added to the course, they shall be written on the course roster at this time as well as create a MI-TRAIN account if they don't already have one.
- ____ 7. The roster must be returned to the EMHSTC within one week of the course completion date either by fax (517) 322-6442 or by e-mail EMHSTC@michigan.gov with the subject line of, Federal Course Roster. The students will then be marked as, completed, in MI-TRAIN a week after the roster is received.